**Hair and Beauty – Employer and Employee Responsibilities**

# 1 of 18 – Welcome

Welcome to this session on employer and employee responsibilities.

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt or ill, at work or through work.

Your employer is responsible for health and safety, but you **must** help.

In this session we will be covering:

* Employer responsibilities
* Employee responsibilities

# 2 of 18 - Employer responsibilities

The legal responsibility for health and safety rests primarily with the employer.

It is their responsibility to ensure the organisation has the necessary management framework to protect the health and safety of their staff and provide a safe working environment.

By doing this they will achieve compliance with health and safety at work legislation.

This means taking an active role in

* carrying out risk assessments,
* setting health and safety standards
* developing policies, together with the monitoring of standards and enforcement of compliance, (where necessary).

Specific functions, such as carrying out risk assessments, may be delegated to others, but ultimate responsibility for health and safety cannot be delegated.

# 3 of 18 –Question 1

Who has the main responsibility for health and safety in the work place?

1. You
2. Your employer
3. The staff

The correct answer is:

**2. your employer**

# 4 of 18 – Question 2

Read the following statement and decide if its true or false.

Your employer is responsible for health and safety and your actions within the workplace.

The correct answer is:

**False**

# 5 of 18 – Question 3

Read the following statement and decide if its true or false.

Your employer is responsible for undertaking risk assessment in the work place

The correct answer is:

**True**

# 6 of 18 – What employers must do for you

Your employer must decide what could harm you in your job and the precautions to stop it. (This is part of risk assessment.)

**What is risk assessment?**

A risk assessment is a systematic examination of tasks, and processes that are carried out at work for the purpose of:

* Identifying the significant hazards that are present
* Deciding if what you have already done reduces the risk of someone being harmed to an acceptable level
* Deciding what further control measures you must take to reduce the risk to an acceptable level

# 7 of 18 – What employers must do for you

Your employer must explain how risks will be controlled and tell you who is responsible, in a way you can understand.

Health and safety legislation is written in legalese; a complex, formal language that many people find difficult to understand. Your employer must interpret this legislation and convey that information in clear, unambiguous terms that you understand.

# 8 of 18 – What employers must do for you

Your employer must Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.

This may seem rather official, but remember, it is the same health and safety laws that apply to everyone in the UK.

This could be people working in large companies; employing hundreds of people, or it could be people in small businesses, where less than five are employed.

In either situation, the employer must discuss health and safety issues relevant to you in your place of work.

# 9 of 18 – What employers must do for you

Give you the health and safety training that you need to do your job. Free of charge.

Provide you with any equipment and protective clothing you need, and ensure it is properly looked after. Free of charge

Provide toilets, washing facilities and drinking water.

Provide adequate first-aid facilities.

# 10 of 18 – What employers must do for you

Your employer must report major injuries and fatalities at work to the **Incident Contact Centre: 0345 300 9923**.

Report other injuries, diseases and dangerous incidents online at [**www.hse.gov.uk**](http://www.hse.gov.uk/)

RIDDOR is the law that requires employers, and other people in charge of work premises, to report and keep records of:

* work-related accidents which cause deaths
* work-related accidents which cause certain serious injuries (reportable injuries)
* diagnosed cases of certain industrial diseases; and
* certain ‘dangerous occurrences’ (incidents with the potential to cause harm)

# 11 of 18 – Question 4

In relation to the employer’s responsibilities, which of the following statements are correct?

Your employer should:

* Explain how risks will be controlled and tell you who is responsible
* Create workplace health and safety policies in consultation with staff
* Charge you for your health and safety training
* Charge you for personal items of protective equipment
* Provide toilets, washing facilities and drinking water

**The correct statements are:**

* **Explain how risks will be controlled and tell you who is responsible**
* **Create workplace health and safety policies in consultation with staff**
* **Provide toilets, washing facilities and drinking water**

# 12 of 18 – Question 5

One of the employer’s obligations under health and safety legislation relates to the reporting of injuries. Which of the following are reported to the Incident Contact Centre?

* Major injuries
* Fatalities
* Cuts
* Slips and trips
* Bruises

The correct answer is:

* **Major injuries**
* **Fatalities**

# 13 of 18 – Question 6

Read the following statement and decide if it’s true or false.

Your employer is responsible for providing insurance cover for you in case you get hurt or ill through work.

The correct answer is:

**True**

# 14 of 18 – Employers must have insurance

Employers must have insurance that covers you in case you get hurt at work or ill through work. They must display a hard copy or electronic copy of the current insurance certificate where you can easily read it.

They must work with any other employers or **contractors** sharing the workplace or providing employees (such as agency workers), so that everyone’s health and safety is protected.

**Contractors:**

Many salons work as a sort of cooperative, they have staff work with them that are self employed. These stylists, or barbers, will often “rent a chair” and work with and next to, other employed staff. Your employer has a similar obligation to them, and their health and safety, whilst they are at work.

# 15 of 18 – What you must do

Your employer has many responsibilities for the staff and contractors within the workplace. But in supporting him/her in their role, you have obligations and responsibilities that you must fulfil.

**You must:**

1. Follow the training you have received when using any work items your employer has given you.
2. Take reasonable care of your own and other people’s health and safety.
3. Co-operate with your employer on health and safety.
4. Tell someone (your employer, supervisor, or health and safety representative) if you think the work, or inadequate precautions are putting anyone’s health and safety at serious risk.

# 16 of 18 – Question 7

Read the following statement and decide if it’s true or false.

You must follow the training that you have been given when using work items.

The correct answer is:

**True**

# 17 of 18 – If there’s a problem

You can do the following:

1. If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
2. You can also look at our website for general information about health and safety at work.
3. If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE’s website: [www.hse.gov.uk](http://www.hse.gov.uk)

# 18 of 18 – End

Well done. You have completed this session on employer and employee responsibilities.

In this session we have covered:

* Employer responsibilities
* Employee responsibilities

If you are unsure or have any questions about any of these topics, make a note and speak to your tutor for more help.